

Convene the Development Operations Partnership Meeting

Welcome and Purpose of the Meeting: Sam Elters

Sam thanked the team for attending and participating. He discussed the limitations of the meeting location and asked for feedback concerning the use of another facility and their thoughts. Sam responded to the question "Why are we here & our purpose" – he discussed why the meeting was formed in the past and why the team continues. Sam stressed,

"Many accomplishments were made over the years and I hope the momentum continues. We are also here to celebrate our partnership and achievements, to get to know each other, and learn more about each other. It is important for us to establish our internal relationships and encourage interaction. We must reach out regardless of the demands on us, and promote dialogue within ITD and across divisions, removing barriers is what we hope to accomplish during our meeting. We need to think through issues and plan strategies...."

Sam asked the team members to introduce themselves.

Review the Agenda and Ground Rules: Ginger Murdough

Ginger familiarized the team with the contents of the participant packet (agenda, pep reports, pep form, and feedback form)

Announcements and Introductions: State Engineer's Office

Sam discussed the loss of an ADOT employee from the Flagstaff District. It was a very difficult moment for ADOT and it showed Sam the real make up of the ADOT Family. The support and help from ADOT to the family was tremendous.

Sam discussed a few unfavorable news articles regarding ADOT. Sam stated, "We are a large agency and we go through cycles of this type of publicity. It reflects concerns that are out there. We have over 4,500 employees who give their best everyday. We work closely with CCP, the Director's Office, and the Governors office to communicate what we deliver on a day-to-day basis. It is understandable to take what you hear about ADOT personally but please do not let it consume you. There are a number of people who are assisting us to communicate the correct information." Sam asked everyone to focus on the positive and to continue to work hard.

Todd Williams – started on 3/27/06 and joined ADOT from Maricopa County. Todd heads the Office of Environmental Services.

Doug Forstie:

New District Engineers: Dallas Hammitt; Paul Patane; Bill Harmon; Greg Gentsch, Michael Kondelis

Ana Olivares will leave ADOT on 7/14/06 for Pima County

Sam Maroufkhani:

Cynthia Mills promoted to JPA

Thor Anderson promoted

New Project Managers – Larry Doescher, George Wallace, John Dixon, Annette Riley, Karim Rashid

Paula Gibson promoted

John Carr promoted

Oscar Mousavi promoted

Giovanni Nabavi promoted

Al Zubi promoted

Chris Cooper promoted

Dan Lance:

Changes in Valley Project Management Steve Jimenez retiring – Mike Bruder is acting

Robert Samour – promoted to Assistant DE in Phoenix Construction

Several new Project Managers

RE changes - Perry discussed the movement within his areas

Mike Bruder – discussed new project managers and movement within his area

Awards Presentation:

1. Tammy Flaitz recognized as 2006 Manager of the Year
2. Ron Casper recognized for outstanding work and dedication.
3. John Hauskins recognized for 30 years of services to ADOT
4. Ginger Murdough recognized for impact and awarded “On Top of the ADOT Emblem” for her hard work and dedication to the Development Operations Team

Review Charter and PEP Results: Ginger Murdough & Dan Lance

Dan reviewed the Development Operations Background Handout, Charter, and Charter Feedback Form. Ginger reviewed the PEP Results and reminded the team to fill out the forms

The Environmental Focus-Resource Realignment: Todd Williams

Please refer to presentation.

Todd reviewed his presentation and discussed his prior experience. During his presentation he discussed position vacancies and timelines for filling the positions. Todd has met most of the district engineers and continues to travel throughout the state. Todd mentioned change would occur over time and hopes to continue to build upon the environmental stewardship that already exists. Large training effort will begin.

Key point: Todd is on your side and wants to work together to identify and address any issues.

Q& A - none

Overview of Implementation of Prop 400: Bill Hayden

Please refer to presentation.

Overview of Impact and Implementation of RTA: Greg Gentsch

Please refer to presentation.

**Public Involvement, Consortiums, Integration into the Process: Shannon
Wilhelmsen, Matt Burdick, Sally Stewart**

Please refer to presentation.

Each consortium is skilled in specialized strategic areas. Discussed 1-17 Road Shows
and future deliverables.

Q& A - none

Accomplishments During FY 06: Sam Maroufkhani

Please refer to presentation

Status Reports from Current Task Teams

Project Development Process Manual Update: Bahram Dariush for Bob Miller

Status: Please view presentation.

Team Members: Bob Miller and Steve Jimenez

Target Date: on-going

Additional Discussion: none

Access Control Management Studies/Policies: Arnold Burnham

Status: No Presentation. Arnold provided background of team and on-going activities.

Consultant hired to assist with this project.

Team Members: See Tracking Sheet

Target Date: See Tracking Sheet

Additional Discussion: none

New Standard Spec Book: Barry Crockett

Status: Please view presentation. See Tracking Sheet

Team Members: See Tracking Sheet

Target Date: November 2007

Additional Discussion: none

**Coordination of Geotech Sub-consultants on Consultant Designed Projects: Jim
Delton**

Status: Please view presentation

Team Members:

Target Date: Completed

Additional Discussion: none

JPA Process and Backlog: Cynthia Mills

Status: Please view presentation.

Team Members: n/a

Target Date: Completed

Additional Discussion: none

Alternative Project Delivery Methods: Julio Alvarado

Status: Please view presentation.

Team Members: Found on presentation

Target Date: JOC end of July 2006 CMAR see presentation

Additional Discussion: Dan indicated that the team would look for projects to pilot this new initiative.

JOC limit is \$1Million

Day 2: Opening Comments – Sam Elters

Sam reminded the team to give input regarding the accommodations and meeting space. Sam indicated that these are exciting times and more growth is anticipated for Arizona - which equates to large projects and additional funding opportunities. Cost escalation, the way we work with contractors, staff resources, and other factors have contributed to the manner in which our program is rolled out. Sam is very optimistic about the future, “We must continue to be credible and accountable. Deeds speak louder than words.” Sam appreciates the entire team and looks forward to a bright future.

Ginger reminded the team to provide input to the Charter and indicated that she had received 1 response. Ginger reminded the team to fill out PEP and the meeting feedback forms.

Sunset Audits by Auditor General: Doug Forstie

Status: Please view presentation.

Additional Discussion: Julio asked that when you hand documents over please document what you give them – so that his team can keep track of information and the origination of the comments.

Supplemental Agreement Tracking System (SATS): Julio Alvarado

Status: Please view presentation.

Team Members: Found on Presentation

Target Date: none listed

Additional Discussion: Julio indicated that it is very difficult to find information on the ADOT Website. Julio asked Sam if this project was important. If so, support is needed for the tool. Sam believes this is an important issue and he will discuss it with the Core Team and follow up with Julio after the meeting. Mike Manthey requests that the tool clearly define what is an error and what is an omission.

Quality Improvement of Project Deliverables: Al Kattan & Art Magana

Status: Please view presentation.

Team Members: See Tracking Sheet

Target Date: none listed

Additional Discussion: Sam indicated that the senior leaders are involved and engaged. Sam hopes to have this effort institutionalized and has high expectations of its outcomes.

Establishing and Maintaining Subprogram Project Schedules: Mike Manthey

Status: Please view presentation.

Team Members: Found on presentation

Target Date: Completed

Additional Discussion: John Hauskins provided input and asked that the system become flexible enough to handle changes, understand prioritization, and to make sure the materials are available. Mike also mentioned new process improvements and the potential of using Job Ordering Contracting (JOC). Dan Lance asked the sub program managers to pay attention to what projects could be used as JOCs.

Timeliness of Audit Feedback: Susie Tellez

Status: Please view presentation.

Team Members: New Team Members - Found on presentation

Target Date: Found on presentation

Additional Discussion: Julio suggested the development of a generic cost proposal format. Susie will review the current format. Sam applauded Susie's efforts to complete this effort. The senior leaders are aware of what needs to be done to address this issue. Recent media attention has also brought this need to light. Senior leadership will stand behind the efforts of this team. Sam indicated, that ADOT has an obligation to the taxpayers to ensure that checks and balances are in place. Shannon indicated that scrutiny would increase as additional appropriations are provided to ADOT. Susie stressed that it is very important to receive the initial cost proposal in order to move forward.

Table Group Activity

Ginger reviewed the instructions for the table group activity.

Teams reported out.

Senior Leaders discussed the formation of new teams

Table A – Need for a Department wide strategy for dealing with privately or outside Agency funded / requested / constructed improvements.

Response: Team needed

Team Leader: Sally Stewart

Team Members: Bob Miller, Mike Bruder, Perry Powell, Paul Patane, Greg Gentsch, Tammy Flaitz

Status: Report Out by 10/01/06

Table B – Recruitment of Key Positions

Response: Efforts Currently Underway – no team needed

Table C – Environmental Mitigation of Material Pit

Response: Efforts Currently Underway – no team needed

Table D – Work needed on ITD Website to make it more intuitive and user-friendly

Response: Action Plan in Place – Shannon will provide a status report at the January 2007 Meeting

Table E – In scoping documents provide an estimate of the annual maintenance and operation costs for the proposed improvements, either increase or decrease.

Response: Team needed

Team Leader: Randy Allenstein

Team Members: Vince Li, Bill Harmon, Dave Duffy, Tim Wolfe, John Harper, John Hauskins, and someone from OES will be added

Table F – Stormwater Erosion Control

- Program Evaluation
- Incentive / Disincentive Possibilities
- Training – ADOT & Contractors
- Standard Spec / Special Provision Adjustment
- New District Environmental Coordinators
- Construction, Maintenance & Permit Situations

Response: Action Plan in Place Todd W. will report

Table G – Examine roadblocks concerning GIS on desktops with integration into other sources typically used in the course of workday – in the office and in the field

Response: Senior Leaders will consider and report back

Table H – Partnering / Customer Satisfaction / ADOT Mission

- Need to define our redlines – absolute results that define ADOT success in delivery – make it known to partners / suppliers clearly
- Implementation - management philosophy
- Division or Separation of the trouble spots regarding employee turnover

Response: Team needed

Team Leader: Shannon Wilhelmsen

Team Members: Sam M., Doug F., Todd W., Dan L.

Actions:

- The new teams should be prepared to provide updates at the next Development Operations Meeting per the direction of the Senior Leaders.
- Cynthia Mills will add the new topics to the tracking sheet and distribute to the team.

Determine Next Steps and Meeting Date: Ginger Murdough

- Ginger reviewed Meeting Feedback received during the meeting.
- James, Judonne and Steve Clark will support the team.
- Cynthia will continue to update the tracking sheet.
- The team agreed to meet in January 2007 for the Mid Year Check In
- The team agreed to meet in June 2007, use the same format and keep the meeting in Payson.

Action: James will research what rooms, etc. are available for the January and June 2007 meetings and report back to the Senior Leaders.

Closing Comments, Meeting Feedback and Partnership Feedback: Sr. Leaders and Meeting Participants

- Volunteered to assist the Partnering Office in setting up and breaking down the meeting room – John Hauskins

Development Operations Partnership Meeting

June 20th & 21st, 2006

Payson, Arizona

- Thanked Ginger and her staff. Wished Ginger well on her retirement – Doug Forstie
- More time for table activities and suggested other meeting location in Lake Pleasant – Todd Williams
- Thanked the team for being very welcoming and congratulated the teams' efforts – Shannon Wilhelmsen
- Acknowledged the efforts of the Partnering Office - Sam Elters
- Pleased with meeting feedback and outcomes. Appreciated the timely and relevant information provided – Sam Elters
- Thanked Senior Leaders for recognition gifts

Meeting Adjourned

Future Meeting Topics: n/a